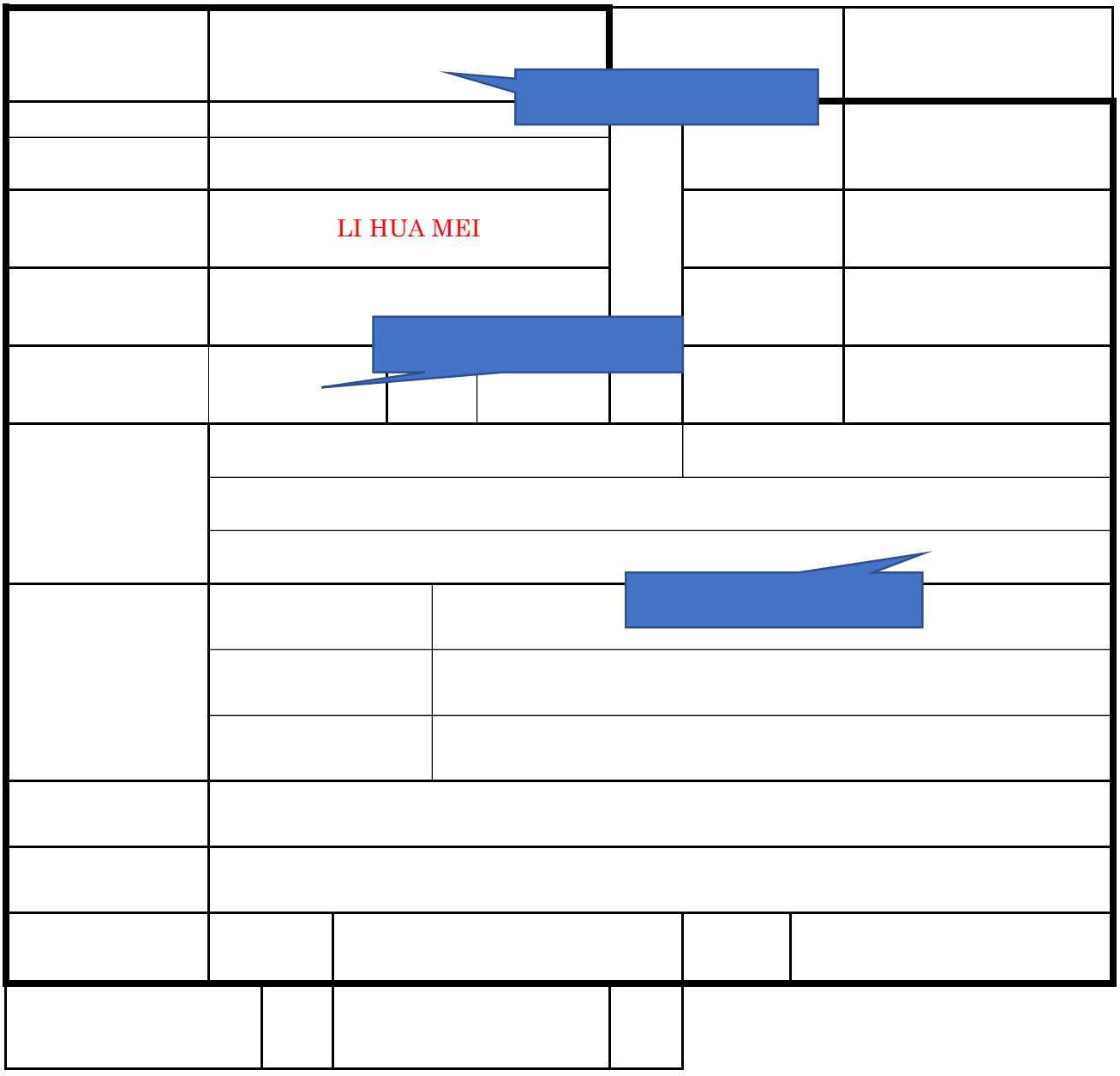記入例